

Distribution of SF-50s

Purpose To provide guidance on distributing SF-50s to employees and managers.

Definition SF-50's are the official Notification of Personnel Action documenting a personnel action. Copies are provided to the employee and management. The official copy is filed in the Official Personnel Folder.

ARC HR Processing

Step	Action
1	ARC HR Assistant prints all SF-50, Notification of Personnel Action forms.
2	ARC HR Assistant reviews for accuracy and makes necessary corrections.
3	ARC HR Assistant mails the employee's copy and the supervisor's copy to Mint points of contact. SF-50s are mailed within 5 weeks of the effective date of the action.

Mint Point of Contact

Step	Action
4	Mint points of contact distribute the copies to the Mint employees and supervisors within 2 weeks of receipt.

ARC HR Processing

Step	Action
5	ARC HR Assistant answers employee and management questions about the information on the SF-50s.

**For more
information from
ARC HR Staff**

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